



Office of Civil Rights & Wage Enforcement



TEMPORARY INVESTIGATIVE ASSISTANT

The Office of Civil Rights & Wage Enforcement is seeking a temporary **Investigative Assistant** to assist its investigative staff with its increasing inventory. Employee will receive close to moderate supervision from Community Relations Supervisor or employee mentor dependent upon complexity of tasks or case issues.

About the Office:

The Office of Civil Rights & Wage Enforcement is an umbrella agency that oversees the duties and responsibilities of three distinct boards or commissions -- the Wage Commission, the Civilian Review Board and the Baltimore Community Relations Commission (BCRC). The mission of Baltimore Community Relations Commission is to enhance the quality of life for Baltimore residents through education, empowerment and enforcement of antidiscrimination statutes.

Typical Examples of the Work:

- Reviews completed employment discrimination case files and writes investigative reports by analyzing collected evidence. Also utilizes logical deduction and applies court approved theories of proof and EEOC guidelines to determine whether probable cause exists for findings that City and/or federal law have been violated.
- Recommends findings in evidence-based, clearly and correctly written, accurate reports that laws have been violated.
- Identifies cases that may have to be administratively closed due to absence or non-cooperation of complainant or legal insufficiency of agency jurisdiction. Submits a plan of action to expediently close such cases.
- Completes any related duty to close out the case process, including preparation of closing letters and other closure materials.

Skills and Abilities:

Ability to effectively communicate a plan of action to show feasibility and value of plan.

Knowledge of civil rights statutes, regulations, concepts and community relations practices.

Knowledge of investigative and interviewing techniques.

Knowledge of goals, regulations and policies of the Office of Civil Rights & Wage Enforcement.

Ability to comprehend Equal Employment Opportunity, Employment Practice Decisions and collective bargaining reference documents.

Ability to effectively communicate orally and in writing clear and concise documents.

Ability to interpret and analyze data and other investigative sources and come to a valid conclusion.

Ability to establish and maintain effective working relationships with diverse groups of people from different socio-economic and cultural backgrounds.

Ability to discern relevant issues in human relations conflicts.

Minimum Education and Experience Requirements:

A bachelor's degree from an accredited college or university and eight years of experience performing equal employment enforcement work.

To Apply:

Interested candidates should submit a cover letter and resume, which specifically addresses the experience relevant to this position by close of business on Monday, April 18, 2016 to:

Kisha A. Brown, Director
Office of Civil Rights & Wage Enforcement
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civilrights@baltimorecity.gov

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